

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Records Management Division

SCHEDULE NO.

C-637

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RECORDS RETENTION AND DISPOSAL SCHEBULE

DEPARTMENT OF ENVIRONMENTAL PROTECTTION AND RESOURCE MANAGEMENT ALL DIVISIONS AGENCY DIVISION lTEM DESCRIPTION RETENTION NO. 1. GENERAL CORRESPONDENCE Screen annually and Subject arrangement of original incoming letters, destroy that material no copies of outgoing letters, memoranda, studies, longer needed for current reports, directives, policies, and other materials business. related to the administration of the agency. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives. Screen annually and 2. UNOFFICIAL PERSONNEL FILES Files contain information on current employees. destroy that material no longer needed for current Files may contain but are not limited to copies of reference. Retain applications, annual reviews, reprimands and remaining items for two disciplinary actions, awards, doctor slips, accident reports, resumes, etc. (2) years after termination, then destroy. 3. LEAVE AND TIME SHEETS Retain for one (1) year, This file contains office copies of employees annual then destroy. leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts). Retain annual submissions 4. BUDGET RECORDS Annual Budget Submissions for five (5) years, then Monthly Budget Printouts destroy. Retain all other Work Papers papers for two (2) years, then destroy.

SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER

COUNTY ADMINISTRATIVE OFFICER

SCHEDULE APPROVED BY

SIGNATURE

SIGNATURE

SCHEDULE APPROVED BY

AGENCY OR DIVISION REPRESENTATIVE

SCHEDULE APPROVED BY STATE ARCHIVIST

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a C		RECORDS RETENTION AND DISPOSAL SCHEDUL (CONTINUATION SHEET)	E	C-637 PAGE NO. 2 of 11	
ITEM NO.	DECEDITION		RETI	ENLION	
5.	These f memorand requisi direct	ACCOUNTING RECORDS iles contain office copies of Goods Received da, billing invoices, expense/travel reports, tions, petty cash vouchers, mileage reports, payment forms, paid bills, ticket books, e orders, deposit slips, receipt books, etc.		r three (3) m date of record, roy.	
6.	Fixed as	SSET FILE sset printouts (including vehicles) IRA Forms copy) Lost/Stolen Forms (office copy) Forms (office copy) Transfer Forms (office	ice copy) then destroy. Retain all		
7.	These f Communiused to	RY DESTRUCTION AGREEMENT FILES iles are maintained by the Bureau of Regional ty Services and contain receipts for samples determine compliance with Maryland food laws ns for involuntary embargoes.	then destroy.		
8.	These a Communi Managem A. B. C.	Food service inspection reports Notice of Detention Water sample reports Correspondence and equipment specifications	five (5) then five Record Ce destroy.	r ten (10) years; years in office (5) years at the nter, then	
9.	These f	E CENTER FILES iles are maintained by the Bureau of Regional ty Services. They contain Environmental and ample Reports.	five (5) destroy. sample r	nual ental reports for years, then Retain water eports for three , then destroy.	



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TOYLER	(CONTINUATION SHEET)		PAGE NO. 3 of 11
DESCRIPTION		RETI	ENTION
INSPECTION OF NONPUBLIC SCHOOL FACILITIES These files are maintained by the Bureau of Regional Community Services. They document the inspections of school lunch rooms but may also include inspection reports on buildings, grounds, classrooms, and sanitary facilities.			r three (3) years of inspection, roy.
These files are maintained by the Bureau of Regional Community Services. It contains food service inspection forms and may also contain plans and destroy. Fil and drawings film in office duration of testablishment destroy. When		ment, then	
These f Regiona A. B.	iles are maintained by the Bureau of 1 Community Services. They include: Rodent Survey Inspection Forms Follow-up Studies	years, fr	r ten (10) om date en destroy.
These r Regiona sealed	ecords are maintained by the Bureau of l Community Services. They include notices of homes, trailer and boat fumigation reports;	from date	r two (2) years closed, then
These f Regiona Managem Hanagem locatio following A. B. C. D.	iles are maintained by the Bureaus of 1 Community Services, Air Quality and Waste ent, and Water Quality and Resource ent. They are indexed alphabetically by n and include but are not limited to the ng: Bacteriological drinking water reports Drinking water analysis reports Well water analysis reports Field record of bacteriological drinking water Drinking water lab test results State of Maryland well completion reports	years, th destroy p is accept	or three (3) len microfilm and lapers after film led. Retain led permanently
	These f Communi of scho inspect classro INSPECT These f Communi inspect drawing RODENT These f Regiona A. B. C. FUMIGAT These r Regiona sealed also fo WATER S These f Regiona Managem Managem locatio followi A. B. C. D.	INSPECTION OF NONPUBLIC SCHOOL FACILITIES These files are maintained by the Bureau of Regional Community Services. They document the inspections of school lunch rooms but may also include inspection reports on buildings, grounds, classrooms, and sanitary facilities. INSPECTION OF PRISON FOOD SERVICE FACILITIES These files are maintained by the Bureau of Regional Community Services. It contains food service inspection forms and may also contain plans and drawings. RODENT CONTROL SURVEYS These files are maintained by the Bureau of Regional Community Services. They include: A. Rodent Survey Inspection Forms B. Follow-up Studies C. Progress of Extermination Reports FUMICATION RECORDS These records are maintained by the Bureau of Regional Community Services. They include notices of sealed homes, trailer and boat fumigation reports; also follow-up inspection reports. WATER SUPPLY AND TESTING FILES These files are maintained by the Bureaus of Regional Community Services, Air Quality and Waste Management, and Water Quality and Resource Management, They are indexed alphabetically by location and include but are not limited to the following: A. Bacteriological drinking water reports B. Drinking water analysis reports C. Well water analysis reports C. Well water analysis reports D. Field record of bacteriological drinking	INSPECTION OF NONPUBLIC SCHOOL FACILITIES These files are maintained by the Bureau of Regional Community Services. They document the inspections of school lunch rooms but may also include inspection reports on buildings, grounds, classrooms, and sanitary facilities. INSPECTION OF PRISON FOOD SERVICE FACILITIES These files are maintained by the Bureau of Regional Community Services. It contains food service inspection forms and may also contain plans and drawings. RODENT CONTROL SURVEYS These files are maintained by the Bureau of Regional Community Services. They include: A. Rodent Survey Inspection Forms B. Follow-up Studies C. Progress of Extermination Reports FUMIGATION RECORDS These records are maintained by the Bureau of Regional Community Services. They include notices of sealed homes, trailer and boat fumigation reports; also follow-up inspection reports. WATER SUPPLY AND TESTING FILES These files are maintained by the Bureaus of Regional Community Services, Air Quality and Waste Management, and Water Quality and Resource B. Drinking water analysis reports C. Well water analysis reports C. Well water analysis reports D. Field record of bacteriological drinking water E. Drinking water lab test results F. State of Maryland well completion reports



RECORDS RETENTION AND DISPOSAL SCHEDULE

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entry, then destroy.

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ITEM NO.	DESCRIPTION	RETENTION
20.	RESTAURANT AND FOOD SERVICE FACILITIES INSPECTION FILES These files are maintained by the Bureaus of Air Quality and Waste Management and Regional Community Services. These files contain but are not limited to the following: A. Request for liquor licenses B. Water sample reports C. Frozen desserts inspection reports D. Food service inspection reports E. Observation sheets F. Notice of detention or embargo G. Correspondence and equipment specifications H. Drawings and plats transferred from new establishment construction files I. Special exception approvals Files incorporate item #21 after project is completed. The Air Quality Division retains their copy of this file in their Premise Files (item #24), except C.	Retain items a through g for five (5) years, then destroy. Retain plans and special exception approvals for five (5) years after date of last entry, then destroy.
21.	NEW ESTABLISHMENT CONSTRUCTION FILES These files are maintained by the Bureaus of Water Quality and Resource Management and Air Quality and Waste Management. They contain but are not limited to the following: A. Layouts of facilities, plumbing and drawings B. Plats and Plans C. Equipment specifications D. Request for occupancy permits E. Correspondence, inspections, and remarks If the particular site is served by private water and sewer, these records are also maintained in the Water and Sewer divisions "Special Files".	When permit is granted files are transferred to item #20. If permit is for private system, microfilm after permit is issued and retain film for thirty (30) years, then destroy.
22.	MOBILE HOME PARK INSPECTION FILES These files are maintained by the Bureau of Regional Community Services. They document inspections and complaints and contain but are not limited to the following: A. Copies of applications for Trailer Park Permits B. State license to operate a mobile home park C. Mobile home park inspection sheets D. Complaint form/first notice of violations, abatement order and final notice	correspondence, and forms for three (3) years, then destroy. Film plats and drawings and destroy paper after



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NO.		DESCRIPTION	RETE	INTION
23.	These f Communi use of A. B. C. D. E.	Application for permit to operate a public swimming pool Application for public swimming pool operator and lifeguard public pool closure form Specification sheet and follow-up inspection	after the	r three (3) year date the file , then destroy.
24.	Quality followi A. B. C.	iles are maintained in the Bureau of Air and Waste Management. They contain the	the divis item #20. office un destroyed closed. T center an	es incorporate ion's copy of Retain in til building is and file is ransfer to reco d retain for 12 en destroy.
25.	These of Bureau indexed receive compile	ATION CARD FILES computerized printouts are maintained by the of Air Quality and Waste Management and are d alphabetically by premise name. They are ed monthly from the State of Maryland, who es the data sent in by the County Air Quality Division.		til updated or eded, then
26.	These r Quality monitor	PORT FILES reports are retained by the Bureau of Air and Waste Management and contain air ring summaries and environmental protection summaries. They are filed alphabetically by e name.	years aft project c (10) year ten (10)	r twenty (20) er date of ompletion, ten s in office and years in the enter, then
27.	This lo and Was by perm	TRNING PERMIT LOGS og is maintained in the Bureau of Air Quality ste Management. It is indexed chronologically nit number and includes issue and expiration name, investigation, location, nature, and	after exp	r one (1) year iration date of y, then destro



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W. F		RECORDS RETENTION AND DISPOSAL SCHEDULI (CONTINUATION SHEET)		C-637 PAGE NO. 7 of 11
ITEM NO.	DESCRIPTION		REII	ENTION
28.	APPLICATION FOR USE OF OPEN FIRES These files are maintained by the Bureau of Air Quality and Waste Management. They include site inspections, property sketches, restrictions, and signatures of the Health Officer. They may also include "Emergency Order Preventing Burning" documents.		Retain for one (1) year after date copy of application is issued, then destroy.	
29.	These f Quality not lim ongoing recover are ind Files t environ	LITY PROJECT FILES iles are maintained in the Bureau of Air and Waste Management and may contain but are ited to correspondence, notes on large, projects such as fuel sampling, vapor y, open burning, and vehicle emissions. They exed alphabetically by site or premise name. hat document potentially dangerous or mentally hazardous projects remain active for periods.	after dat then dest	r three (3) years e project ends, roy.
30.	These f Quality permits	ER PERMITS iles are maintained by the Bureau of Water and Resource Management. They contain issued to scavengers which are indexed tically by company name.	dispose o no longer including that are current y expired b permits f additiona	nually and f that material needed, expired permits renewed in the ear. Retain ut unrenewed or one (1) l year from date then dispose.
31.	These f Quality alphabe departm varianc The or	S ON ZONING VARIANCES iles are maintained in the Bureau of Water and Resource Management and are filed tically by location name. They contain ent comments on applications for zoning es and a copy of the request for variance. iginal documents are maintained in the office ning and Zoning.	after the comments office of Zoning, t	r one (1) year departmental are filed in the Planning and hen destroy.



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TTEM DESCRIPTION RETENTION NO. 32. SANITARY SURVEY FILES Retain those surveys that These files are retained in the Bureau of Water lead to extensions of water and sewer lines for Quality and Resource Management and are indexed ten (10) years after alphabetically by area name. They contain surveys project is completed (five done at the request of citizens regarding possible extensions of public water and sewer lines into (5) years in office and five (5) years in records specific areas. They determine if the extensions center), then destroy. are warranted by public health reasons such as Retain those that are not failing septic systems or contaminated groundwater. extended for fifteen (15) Files are segregated according to surveys that lead to water and sewer extensions and those that are not years (five (5) years in office, ten (10) years in extended. record center), then destroy. 33. PERCOLATION TEST FILES Retain for ten (10) years These files are maintained by the Bureau of Water (five (5) years in office and five (5) years in Quality and Resource Management. They are indexed records center) after test geographically by location and contain the date, then destroy. following: A. Application for enclosure to Permit percolation test B. Test results and DEPRM minimum recommendations C. Changes of recommendations D. Certificate of compliance E. Scale drawing request F. Well pump form 34. Retain in office for three COMMERCIAL FILES These files are maintained by the Bureau of Water (3) years after file is Quality and Resource Management and are indexed completed, then microfilm. geographically and alphabetically by location After film is accepted, address. They include but are not limited to a destroy paper records. copy of the percolation test, engineer's plans for Retain film permanently sewage and waste water, percolation spot in office. information, plans for drinking water and construction are included along with memos and correspondence. 35. MAJOR SUBDIVISION FILES Retain in office until These files are maintained by the Bureau of Water subdivision is completed Quality and Waste Management and are indexed then microfilm. Destroy alphabetically by subdivision name. They contain paper records after film required forms for development of more than two (2) is checked and validated lots of subdivided land such as long term sewage Retain film in office plans for waste and potable water, plats, drawing permanently. and correspondence.



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	DESCRIPTION	RETE	INTION
Quality alphabe applica chemica systems	iles are maintained by the Bureau of Air and Waste Management and are indexed tically by permit holder. They may contain tions and permits to operate and maintain 1 and petroleum product handling and storage . They may be short term (overnight) or long	for five permit or	rmits in office (5) years after business then destroy.
These f Quality alphabe followi A. B. C.	iles are maintained in the Bureau of Air and Waste Management and are indexed tically by site. They may include the ng: Permits Inspection or investigation reports Chemical analysis of ground and surface water Construction documents and plans	in office closed, the destroy i Film items retain fi (30) years records a	r ten (10) years after file is nen purge and tems C and D. s A and B and lm for Thirty s. Destroy paper fter film is nd validated.
These f Quality alphabe are not	iles are maintained in the Bureau of Air and Waste Management and are indexed tically by location. They may contain but limited to original complaint and follow-up	years aft	les for ten (10) er investigation ted, then
These f Enginee by loca plans f	iles are maintained in the Bureau of ring Services and are indexed alphabetically tion. They may contain sediment control or subdivisions, inspection reports,	(1) year	office for one after subdivision ted, then
These f Enginee limited	iles are maintained in the Bureau of ring Services and may contain, but are not to, plans review and approval evaluations		office for of permit, then
	These f Quality alphabe applica chemica systems term (t WASTE D These f Quality alphabe followi A. B. C. D. E. COMPLAI These f Quality alphabe are not reports SUBDIVI These f Enginee by loca plans f complai SEDIMEN These f Enginee limited	PERMITS These files are maintained by the Bureau of Air Quality and Waste Management and are indexed alphabetically by permit holder. They may contain applications and permits to operate and maintain chemical and petroleum product handling and storage systems. They may be short term (overnight) or long term (three years). WASTE DISPOSAL FACILITY FILES These files are maintained in the Bureau of Air Quality and Waste Management and are indexed alphabetically by site. They may include the following: A. Permits B. Inspection or investigation reports C. Chemical analysis of ground and surface	PERMITS These files are maintained by the Bureau of Air Quality and Waste Management and are indexed alphabetically by permit holder. They may contain applications and permits to operate and maintain chemical and petroleum product handling and storage systems. They may be short term (overnight) or long term (three years). WASTE DISPOSAL FACILITY FILES These files are maintained in the Bureau of Air Quality and Waste Management and are indexed alphabetically by site. They may include the following: A. Permits B. Inspection or investigation reports C. Chemical analysis of ground and surface water D. Construction documents and plans E. Correspondence COMPLAINT INVESTIGATION FILES These files are maintained in the Bureau of Air Quality and Waste Management and are indexed alphabetically by location. They may contain but are not limited to original complaint and follow-up reports and documents relating to the investigation. SUBDIVISION FILES These files are maintained in the Bureau of Engineering Services and are indexed alphabetically by location. They may contain but are not limited to original complaint and follow-up reports and documents relating to the investigation. SUBDIVISION FILES These files are maintained in the Bureau of Engineering Services and are indexed alphabetically by location. They may contain sediment control plans for subdivisions, inspection reports, complaints and enforcement actions. SEDIMENT CONTROLS PLANS These files are maintained in the Bureau of Engineering Services and may contain, but are not limited to, plans review and approval evaluations



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41. SECURITY BOND FILES

These files are maintained by the Bureau of Engineering Services and are indexed chronologically by permit number. They may include copies of letters of credit, passbooks, certificates of deposit or certified checks along with a copy of permit. They also document disposition of security when the account is closed.

DESCRIPTION

Retain for twenty (20) years after account is closed (five (5) years in office and fifteen (15) years in the records center).

RETENTION

NOTE: about to be computerized. Once this is done, retain paper files in office five (5) years after input to computer then destroy. Retain record on computer for fifteen (15) years, then purge and destroy.

Retain paper in office until project is completed (built out), then microfilm plats and plans. Destroy paper (plats and plans) after film has been accepted. Retain film permanently.

Engineering computations are microfilmed after project has been completed. The original of the microfilm is retained permanently in Records Management. The paper is transferred to the Record Center and is retained for twenty five (25) years, then destroyed. The working copy of the film is retained in the originating office until no longer needed.

42. PROJECT FILES

These files are maintained in the Bureau of Engineering Services and are indexed alphabetically by location. They may contain plats and plans relating to storm water management and resulting inspection reports.



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		(CONTINUATION SHEET)		PAGE NO. 11 of 11
ITEM NO.		DESCRIPTION	REII	ENTION
43.	These f Communi by beac	SS SWIM WATER SAMPLES iles are maintained by the Bureau of Regional ty Resources and are arranged alphabetically h site name. They may contain but are not to weekly water samples from public beaches.	after dat	r three years e of test then destroy.
44.	These f Communi facilit	D BEACH INSPECTION FILES iles are retained by the Bureau of Regional ty Services and are indexed alphabetically by y name. They may contain but are not limited	for five	ems A, B, and D (5) years from nspection, then
	A. B.	following: Inspection sheets Camp facilities inspection sheets Water samples and chemical analysis reports Correspondence reports	film perm office. A	C and retain anently in fter film is destroy paper.
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DEFINITION-RECORD SERIES A GROUP OF RELATED I	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland 2. DIVISION Administration RECORDS NORMALLY FILED A	AGENCY AGENCY 20794 Page 3. UNIT	RECORDS INVENTORY
4. RECORD SERIES TITLE GENERAL CORRESPONDENCE	S RETENTION AND DISPOSIT		TO YEAR/LATEST YEAR
6 RECORD SERIES DISCRIPTION (BRIEFLY DESCRI	IBE THE TYPES OF INFORMS. INCLUDE THE PURPOSE OF MEMORIAN MEMORIA	ATION/DOCUMENTS/FORMS FOUR OR FUNCTION OF THE SERIES? La necoming of the series? La pticles, raterials rela	TD
7. RECORDS SERIES FORMST(S) LETTER SIZE [] MICROFILM LEGAL SIZE [] COMPUTER TAPE BOUND BOOK [] FLOPPY DISK AUDIO TAPE [] VIDEO TAPE OTHER(SPECIFY)	8. RECORDS SERIES SEQ [M] ALPHABETICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] GEOGRAPHICAL [] OTHER SPECIFY LIPLABOLIC	UENCE 9. VOLUME //3 NUMBER 10. VOLUM	FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER SPECIFY
II. FILE US USED DAILY [] WEEKLY []	MONTHLY	12. FILES BECOME INACTIV	E AFTER ONIH(S) X YEAR(S)
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15. ACCESS RESTRICTIONS [] YES M NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS [NONE [] STATE	[] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain describe and hardware/software) [M YES [] NO decision of an originator of files	briefly and	18. RECOMENDED RETENTION	helule 942
19. NAVE AND TITLE OF PREPARER	20. telephone nimefr 3755	21. DATE 9/2	2/88

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WIT ECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	EVISION DAD	AGENCY RECORDS INVENTORY Page
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7. RECORDS SERIES FORMST(S) M LETTER SIZE [] MICROFTIM	8. RECORDS SERIES SEQ M ALPHABETICAL	UENCE	9. VOLIME [/] FILE DRAWER(S) // [] MICROFILM REEL(S)
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17. IS AN INDEX SYSTEM USED? (If yes, expl. describe and hardware/software) (K) YES [] NO Clash name of employ		18. RECOMMEND	ED RETENTION V Achelule
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NIMERR 3755		21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARIMENT OF GENERAL : RECORDS MANAGEMENT DI	AGENCY RECORDS T	NVENTORY
REVISED RECORD SERIES. FORWARD	7275 WATERLOO RO		
WIT CORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland	Page of	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	VISION AGENCY RECORDS INVENTORY AD Page of
1. DEPARIMENT/AGENCY	2. DIVISION	. 3. UNIT
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DREINITION-RECORD SERVES-	AS RETENTION AND DISPOSIT	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
ECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20794	Pageof
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION Administration	3. UNIT
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NIMEER 3755	21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL S RECORDS MANAGEMENT DIV 7275 WATERLOO ROA P.O. Box 275 Jessup, Maryland 2	TSION AGENCY RECORDS INVENTORY D
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	VISION AGENCY RECOR	C637 DS INVENTORY
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 3755	21. DATE 9/22/88	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RC P.O. Box 275 Jessup, Maryland	VISION AGENCY RECORDS INVENTORY AD Page of
1. DEPARTMENT/AGENCY DEPRM	2. DIVISION See #13	3. UNIT
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISIO 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 2079	Pageof
1. DEPARIMENT/AGENCY DEPRM	2. division see #/3	3. UNIT
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4. RECORD SERIES TITLE DAY CARE CENTER A		5. EARLIEST YEAR/LATEST YEAR TO
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. 1. DEPARIMENT/AGENCY DEPARM	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland 2. DIVISION See #/3	VISION AGENCY RECORDS INVENTORY ADD
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF CENERAL SE RECORDS MANAGEMENT DIVI 7275 WATERLOO ROAL P.O. Box 275 Jessup, Maryland 20	SION AGENCY RECORDS INVENTORY Of
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 3755	21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
WIZE RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20794	Page of
1. DEPARIMENT/AGENCY DEPRIM	2. division see #13	3. UNIT
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6. RECORD SERIES DISCRIPTION - (BRIEFLY IN THE Feles include: a. Robert Surve b. Educational c. Follow-Up S d. Progress of E	SERIES. INCLUDE THE PURPOSE OR FUNCTI y Inspection Forms Material Etitles Externesistin Reports	ON OF THE SERIES)
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO	VISION AGENCY RECORDS INVENTORY
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1. DEPARIMENT/AGENCY OEPRM	2. DIVISION SCE#13	3. UNIT
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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENE RECORDS MANAGENE	INT DIVISION	AGENCY RECORDS INVENTORY			
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. RECORDS SERIES TITLE Water Supply &	Testing Files		5 EARLIEST YEAR/LATEST YEAR			
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	VISION AD		RECORDS of	INVENTORY
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DT 7275 WATERLOO RO P.O. Box 275	VISION		RECORDS	C637 INVENTORY
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1. DEPARIMENT/AGENCY DEPR DEPR M	2. DIVISION See #13	•	3. UNIT		
DEFINITION-RECORD SERIES A GROUP OF RELATE	D RECORDS NORMALLY FILED A AS RETENTION AND DISPOSIT		NIT FOR	······································	
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FOODBORNE ILLNESS INV	ESTIGATION FILE	ES		OT	-
6 RECORD SERIES DISCRIPTION (BRIEFLY DES	SCRIBE THE TYPES OF INFORMA IES. INCLUDE THE PURPOSE O	TION/DOCUMENTS)	
a. Foodborne b. Investigati	Passoning Repo ton of Foodbors	ort re Aut	break)	Report	· •.
		-			
7. RECORDS SERIES FORMST(S) N LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENTIAL ALPHABETICAL	JENCE		M FILE DRAW	
LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		<u>_</u>	[] MICROFILM [] COMPUTER : [] OTHER SPE	IAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL		10. VOLUME		OD: 1
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL			FILE DRAW	
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11. FILE US USED [] DAILY (WEEKLY	[] MONIHLY	12. FILES BECC 5 NUMBER	-	AFTER NYTH(S)	YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC (If yes, specify agency or office Eastern & Western, Regions Health Care, Facilities		14. IS RECORD	S SERIES DUE	LICATED ELSE	WHERE?
15. ACCESS RESTRICTIONS YES [] NO (If yes, cite law(s) & regulation(s)	patient information	46. AUDIT REQ	JIREMENTS [] STATE	[] FEDERAL	[] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, expl describe and hardware/software) MYES. [] NO Facility name	ain briefly and	18. RECOMEND		rdule	842
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 3755	,	21. DATE 9/22	/88	

INSTRUCTIONS - TYPE OR PERSEPARATE FORM FOR EACH NEREVISED RECORD SERIES. IN	W OR YORWARD HEDULE.	EPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	VISION AD	Page	······································	E637 INVENTORY
1. DEPARIMENT/AGENCY DEPRIM	2	. DIVISION See #13		3. UNIT		
DEFINITION-RECORD SERIES-	A GROUP OF RELATED REC REFERENCE AS WELL AS R			VIT FOR		
4. RECORD SERIES TITLE				5. EARLIES	T YEAR/LATEST	YEAR
AIR QUALITY	CONTROL SITE				то	-
6. RECORD SERIES DISCRIP. a. Nation b. air x c. air d d. Plats		THE TYPES OF INFORMA INCLUDE THE PURPOSE OF ing Site Form Lite Form teon Survey , documents	R FINCTION OF			
7. RECORDS SERIES FORMSI	(S) {CROFILM	8. RECORDS SERIES SEQUENTIAL ALPHABETICAL	JENCE	9. VOLUME	X FILE DRAW	
	MPUIER TAPE	[] NIMERICAL		NUMBER	[] COMPUTER :	TAPE(S)
T] BOUND BOOK [] FL	OPPY DISK	[] CHRONOLOGICAL		10. VOLUME	· · · · · · · · · · · · · · · · · · ·	
₩ OTHER(SPECIFY) PLAT SIZE -	DEO TAPE Sided to setter size	[] GEOGRAPHICAL [] OTHER SPECIFY		_3	FILE DRAWN [] MICROFILM [] COMPUTER [] OTHER(SPEC	REELS(S) TAPE(S)
II. FILE US USED [] DAILY	MEEKLY [] M	ONIHLY	12. FILES BECC 15 NUMBER			YEAR(S)
13. CURRENT LOCATION(S) (If yes, specif	(BLDG., FLOOR, ROCM) by agency or office tees-Hansh Hone	; air Quality	14. IS RECORDS	S SERIES DUI	PLICATED ELSE	WHERE?
15. ACCESS RESTRICTIONS (If yes, cite law(s)	[] YES NO . & regulation(s)	,	16. AUDIT REQU NONE	JIREMENIS [] STATE	[] FEDERAL	[] INDEPENDENT
17. IS AN INDEX SYSTEM I describe and hardyan XI YES NO	re/software)	riefly and	18. RECOMMENDE	ED RETENTION TO SELECTION	elule	842
19. NAME AND TITLE OF PR		20. TELEPHONE NUMBER 3755		21. DATE 9/22	./88	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	VISION AD	AGENCY RECORDS INVENTORY Page of
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION see #13		3. UNIT
1)E E 1)U 1 1 1)U-KELLIKU NEK 1 EN-	TED RECORDS NORMALLY FILED A LL AS RETENTION AND DISPOSIT		NIT FOR
4. RECORD SERIES TITLE COMPLAINT FILE			5. EARLIEST YEAR/LATEST YEAR TO
	ESCRIBE THE TYPES OF INFORMARIES. INCLUDE THE PURPOSE OF workcopy (uch py (punk)	R FINCTION OF	THE SERTES)
7. RECORDS SERIES FORMST(S) 7. LEITER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENTIAL SECUENCE SEQUENCE SECUENCE S	UENCE	9. VOLUME **FILE DRAWER(S)
LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] MICROFILM REEL(S) [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL		10. VOLIME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)	[] GEOGRAPHICAL [] OTHER SPECIFY		FILE DRAWER(S) [] MICROFILM REELS(S) [] COMPUTER TAPE(S)
·			NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY AN WEEKLY	[] MONIHLY	12. FILES BEO	ME INACTIVE AFIER [] MONIH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO (If ves, specify agency or offic Eastern Region, western Region; He Waste Management		14. IS RECORD	S SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES ANO (If yes, cite law(s) & regulation(s)		16. AUDIT REQ M) NONE	UIREMENTS [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exp describe and hardware/software) [] NO	lain briefly and	18. RECOMMEND	ED RETENTION
- Facility or address	·		
19. NAME, AND TITLE OF PREPARER	20. TELEPHONE NUMBER 3755		21. DATE 9/22/88

Depending on the type of complaint -Ordinary type (e.g. weeds, rodente, etc)-3 years after Closing, as in Schedule

More serious complaints, e.g. discharging sewage into stream, other types of pollution or environmental hazards should be kept at least 5 years after the froblem is corrected.

20. TELEPHONE NUMBER

887-3755

DGS 550-44 REVISED 2/87)

9. NAME AND TITLE OF PREPARER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITTERECORDS RETENTION SCHEDULE.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20794	Pageof
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION See #13	3. UNIT
	ED RECORDS NORMALLY FILED AND USED . L AS RETENTION AND DISPOSITION PURP	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
RESTAURANT + FOOD SERVIC		
a. Request for Ling b. Water Sample 1 c. Frozen Desserts d. Food Service Insy e. Observation Sheet	Ceports frapection Reports cection Reports	
7. RECORDS SERIES FORMST(S) M LETTER SIZE [] MICROFILM LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE ALPHABETICAL	9. VOLIME M FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	NUMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE **OTHER(SPECIFY) *folded plats	[] GEOGRAPHICAL [] OTHER SPECIFY	10. VOLUME V FILE DRAWER(S) MICROFILM REELS(S) COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED ADAILY WEEKLY	[] MONTHLY	ES BECOME INACTIVE AFTER Second inactive after Fear(s) Se
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) (If yes, specify agency or office AIR QUALITY, HEALTH CARE, EAST WESTERN REGION		RECORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES IH NO (If yes, cite law(s) & regulation(s)	16. AUD	IT REQUIREMENTS ^NONE [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exp describe and hardware/software) [MYES [] NO Less premise or site	·	ormended retention per schedule
U		, over
19. NAVE AND TITLE OF PREPARER	20. TELEPHONE NIMERR 3755	21. DATE 9/22/88

Air Quality keeps these records in the premise file.

DGS 550-4(AEVISED 2/87)

		C637
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SEI RECORDS MANAGEMENT DIVIS 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
WIT RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 201	794 Pageof
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT
DEPRM	see #13	
DEFINITION—RELIBED SERVES—	ATED RECORDS NORMALLY FILED AND ELL AS RETENTION AND DISPOSITION	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
MOBILE HOME PARK		TO
Inspections & con	nplaints are loce	emented by this fele
C. Mahele Home d. Complaint For	Park inspection of m/1st notice of vio	heet. letions, abatement order & ist Notice
7. RECORDS SERIES FORMST(S) **X* LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUEN M ALPHABETICAL	₩ FILE DRAWER(S)
LEGAL SIZE [] COMPUTER TAPE	: [] NIMERICAL	13/ [] MICROFILM REEL(S) [] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	NUMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME FILE DRAWER(S)
() OTHER(SPECIFY)	[] OTHER SPECIFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY 2 WEEKLY	[] MONTHLY	P. FILES BECOME INACTIVE AFTER S [7 MONTH(S) [7 YEAR(S)] NUMBER
13. CURRENT LCCATION(S) (BLDG., FLOOR, F (If yes, specify agency or offi Eastern + Western Regions		. IS RECORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES X NC (If yes, cite law(s) & regulation(s)		5. AUDIT REQUIREMENTS NONE [] STATE [] FEDERAL [] INDEPENDE
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe and hardware/software) [] NO	•	3. RECOMMENDED RETENTION as per schedule
y location		as per schedule.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE MIMEER	21. DATE
Chleenen	3755	9/22/88

NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARIMENT OF GENERAL S RECORDS MANAGEMENT DI	VISION ··	AGENCY	RECORDS	INVENTORY
REVISED RECORD SERIES. FORWARD OTHER ECORDS RETENTION SCHEDULE.	7275 WATERLOO RO. P.O. Box 275 Jessup, Maryland		Page	of	
. DEPARIMENT/AGENCY	2. DIVISION		3. UNIT		
	recreational Hyg				
18 F 1 (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	RECORDS NORMALLY FINED A AS RETENTION AND DISPOSIT		NIT FOR		
RECORD SERIES TITLE			5. EARLIES	YEAR/LATES	T YEAR
GWIMMING POOL FIL	ES			_TO	_
5. RECORD SERIES DISCRIPTION - (BRIEFLY DESC IN THE SERIE	RIBE THE TYPES OF INFORMA S. INCLUDE THE PURPOSE O	TION/DOCUMENTS	FORMS FOUNT)	
along with the forms,	regulating us	e al sur	mmen	es pool	le
along with the forms, are the following	,			1	
a dicensing & Inspector b. application for Public d. Public Post Closure Fo	tome tome		· P	-2.O	
6. application for Public	Swimming Pool	. Operator	u difegu	and	
a face diagram of the act to the	P	, ,			•
f. Swimming Pool Heekly	operating Record	, ∵			•
f. Swimming Pool Hekly g. Various Ricenses + Permet n. Bacteriological Report on	Swimming Wate	ب			· · · · · · · · · · · · · · · · · · ·
7. RECORDS SERIES FORMSI(S)	8. KECOKOS SEKTES SEGL	JENCE	9. VOLUME		·
LETTER SIZE [] MICROFILM	M ALPHABETICAL			₩ FILE DRAW	
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[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL				CIt I
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL		10. VOLUME	: V FILE DRAW	ER(S)
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11. FILE US USED		12. FILES BECO	ME TNACTIVE	AFTER	
	MONTHLY	_3_			Ø YEAR(S)
		NUMBER			· · · · · · · · · · · · · · · · · · ·
13. CURRENT LCCATION(S) (BLDG., FLCOR, ROCM)	14. IS RECORDS	S SERIES DUE	LICATED ELSE	WHERE?
(If yes, specify agency or office Western Region			[] YES	M NO	
15. ACCESS RESTRICTIONS [] YES MY NO	·····	16. AUDIT REQU	TREMENTS		
(If yes, cite law(s) & regulation(s)		2 NONE	[] STATE	[] FEDERAL	[] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain	in briefly and	18. RECOMMEND	ED RETENTION	1	
describe and hardware/software) N YES .[] NO		a hall	44 - 1	10	
By location		aspers	eregu	17/	
			8	10	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMER		21. DATE		
Aleeman	9/22/88	3755			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. 1. DEPARIMENT/AGENCY DEPAREMENT/AGENCY A GROUP OF RELATED RECORDS GENERAL A GROUP OF RELATED	DEPARIMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 2079 2. DIVISION AIR QUALITY RECORDS NORMALLY FILED AND U	AGENCY RECORDS INVENTORY Page of 3. UNIT
DEFINITION FREEDRIC SERTES	AS RETENTION AND DISPOSITION	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
PREMISE FILE		TO
	RIBE THE TYPES OF INFORMATION IS. INCLUDE THE PURPOSE OR FU tern Okecklish erate wings	
7. RECORDS SERIES FORMST(S) [] MICROFILM	8. RECORDS SERIES SEQUENCE	9. VOLIME 9. FILE DRAWER(S)
LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] MICROFILM REEL(S) [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	
[] AUDIO TAPE [] VIDEO TAPE M OTHER (SPECIFY) Plats folded to letter Line	[] GEOGRAPHICAL [] OTHER SPECIFY	10. VOLUME M FILE DRAWER(S) MICROFILM REELS(S) COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED ALLY [] WEEKLY	[] MONIHLY	FILES EECCME INACTIVE AFTER [] MONTH(S) [] YEAR(S) NIMBER bldg is destroyed.
13. CURRENT LOCATION(S) (ELDG., FLOOR, ROOM (If yes, specify agency or office Air Quality) 14.	IS RECORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS MYES [] NO (If yes, cite law(s) & regulation(s)	. 16.	AUDIT REQUIREMENTS NONE [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, expla describe and hardware/software) (X) YES NO hy site or bldy name		RECOMMENDED RETENTION as per schedule 842 over
19. NAME AND TITLE OF PREPARER CKleenen	20. TELEPHONE NUMBER 3755	21. DATE 9/22/88

THE PROPERTY OF THE PROPERTY O

Air quality maintains there premise files even after building is destroyed because they are important in court cases. The material takes up approximately 3 file drawers (bath current and old together).

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT D 7275 WATERLOO R P.O. Box 275 Jessup, Maryland	IVISION OAD	AGENCY RECORDS INVENTORY Page of
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION AIR QUALITY		3. UNIT
TREE INTERIOR RELIDED SERVES	RECORDS NORMALLY FILED A AS RETENTION AND DISPOST		UNIT FOR
4. RECORD SERIES TITLE REGISTRATION CARD F	ILES		5. EARLIEST YEAR/LATEST YEAR TO
6. RECORD SERIES DISCRIPTION - (BRIEFLY DESC IN THE SERIE Computerized from 6 months; the S data fed to then	ada incidura indi turtura i	. Mar at annual ea mar com	1110 (1011)
7. RECORDS SERIES FORMST(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEC PALPHABETICAL	UENCE	9. VOLUME FILE DRAWER(S)
LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		// [] MICROFILM REEL(S) // [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL		10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL		FILE DRAWER(S) MICROFILM REELS(S)
M OTHER (SPECIFY) Computer printout	[] OTHER SPECIFY		//O [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED [1] DAILY [] WEEKLY	[] MONIHLY	12. FILES BE	COME INACTIVE AFTER [] MONTH(S) [] YEAR(S) R
13. CURRENT LOCATION(S) (ELDG., FLOOR, ROOM (If yes, specify agency or office AUV Quality	1)	14. IS RECOR	OS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES WHO (If yes, cite law(s) & regulation(s)		16. AUDIT RE	
17. IS AN INDEX SYSTEM USED? (If yes, explant describe and hardware/software) [YES		18. RECOMMEN	DED RETENTION ex petention pehedule GYV
• by premise name			7/2
19. NAME AND TITLE OF PREPARER Ckleenan	20. TELEPHONE NUMBER 3755		21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20794	AGENCY RECORDS INVENTORY Pageof
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION see #/3	3. UNIT
TIPLE LIVEL LUNGERPELLIRES SERVIP.S-	LATED RECORDS NORMALLY FILED AND USED AS WELL AS RETENTION AND DISPOSITION PURPOS	
4. RECORD SERIES TITLE DATA Report Files		5. EARLIEST YEAR/LATEST YEAR TO
5. RECORD SERIES DISCRIPTION - TAI THE	DESCRIBE THE TYPES OF INFORMATION/DOCUM SERIES. INCLUDE THE PURPOSE OR FUNCTION eng Summary Al Protection agency	OF THE CEPTEC)
	-	: :
7. RECORDS SERIES FORMST(S) LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE	9. VOLIME V FILE DRAWER(S) () MICROFILM REEL(S)
LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	MICROFILM REEL(S)
[] BOUND BOCK [] FLOPPY DISK	[] CHRONOLOGICAL	10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)	[] GEOGRAPHICAL [] OTHER SPECIFY	FILE DRAWER(S) [] MICROFILM REELS(S) [] COMPUTER TAPE(S) NIMBER [] OTHER(SPECIFY)
11. FILE US USED [1] DAILY [] WEEKLY	[] WOMIHTA	BECOME INACTIVE AFTER [] MONTH(S) BER project completed
13. CURRENT LOCATION(S) (BLDG., FLOOR, (If yes, specify agency or off Courts Bllg. 446; Air Q		CORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS (NY YES [] N (If yes, cite law(s) & regulation(s	16. AUDIT Freedom of Information	REQUIREMENTS ONE [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, edescribe and hardware/software) WYES NO by site or premese N	explain briefly and 18. RECOM	MENDED RETENTION ber schedule 842
19. NAME AND TITLE OF PREPARER CKleeman	20. TELEPHONE NUMBER 3755	21. DATE 9/22/88

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO	VISION	AGENCY RECORDS INVENTORY
WIT RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland		Pageof
1. DEPARIMENT/AGENCY	2. DIVISION		3. UNIT
DEPRM	AIR QUALITY		
DEFINITION—RETORD SERTES—	RECORDS NORMALLY FILED A AS RETENTION AND DISPOSIT		INIT FOR
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
OPEN BURNING PERMITS	LOG		TO
6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIPTION IN THE SERIES	RIBE THE TYPES OF INFORMA INCLUDE THE PURPOSE OF	TION/DOCUMENTS OR FUNCTION OF	FORMS FOUND THE SERIES)
arranged by perm issued, date expired	it number	+ inel	edes date
issued, dati expered	D, name, in	westiga	Mon,
location, nature,	& purpose.	•	
location, nature, approve approfin	etely 200/ye	ear	
7. RECORDS SERIES FORMST(S)	8. RECORDS SERIES SEQ	UENCE	9. VOLUME
LETTER SIZE [] MICROFILM	[] ALPHABETICAL		<pre></pre>
LEGAL SIZE [] CCMPUIER TAPE	[] NIMERICAL		[] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	M CHRONOLOGICAL		NLMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL		10. VOLUME ✓ FILE DRAWER(S)
[] OTHER(SPECIFY)	[] OTHER SPECIFY		[] MICROFILM REELS(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED ** DAILY [] WEEKLY [] MONTHLY	!2. FILES BEC	COME INACTIVE AFTER [] MONTH(S) LIFEAR(S)
13. CURRENT LCCATION(S) (BLDG., FLOOR, ROCM) (If yes, specify agency or office		14. IS RECORD	OS SERIES DUFLICATED ELSEWHERE?
AIR QUALLITY		<u>.</u>	[] YES [] NO
15. ACCESS RESTRICTIONS [] YES [4/NO (If yes, cite law(s) & regulation(s)		16. AUDIT REC	QUIREMENTS [] STATE [] FEDERAL [] INDEPENDE
17. IS AN INDEX SYSTEM USED? (If yes, explain describe and hardware/software)	n briefly and	18. RECOMMENT	DED RETENTION
Chronological/pern	ril Ro.		See 842
19. MANE AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE 9/22/88
Aleenan	<i>3755</i>		7/XX/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SE RECORDS MANAGEMENT DIVI 7275 WATERLOO ROAD	SION AGENCY RECORDS INVENTORY
WITERECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20	Page of
1. DEPARIMENT/AGENCY JEPRM	2. DIVISION PAIR QUALITY	3. UNIT
DEFINITION-RECORD SERIES A GROUP OF RELAT	ED RECORDS NORMALLY FILED AND L AS RETENTION AND DISPOSITION	
RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
APPLICATION FOR USE	OF OPEN FIRES	TO
6. RECORD SERIES DISCRIPTION - (BRIEFLY DE IN THE SER	SCRIBE THE TYPES OF INFORMATI RIES. INCLUDE THE PURPOSE OR	ON/DOCUMENTS/FORMS FOUND FUNCTION OF THE SERIES)
& signature of I	Lealth Officer	y sketches, restrictions
7. RECORDS SERIES FORMST(S) **EXAMPLE TIER SIZE [] MICROFILM	8. RECORDS SERIES SEQUE	NCE 9. VOLUME FILE DRAWER(S) MICROFILM REEL(S)
LEGAL SIZE [] COMPUTER TAPE	[] NIMERICAL	O COMPUTER TAPE(S) NUMBER OTHER SPECIFY
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME M FILE DRAWER(S)
() OTHER(SPECIFY)	[] OTHER SPECIFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY	[] MONTHLY	2. FILES BECOME INACTIVE AFTER / [7 MONTH(S) [4 TEAR(3) NUMBER
13. CURRENT LCCATION(S) (BLDG., FLOOR, RO (If yes, specify agency or offic AIR QUALLITY		4. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES PYNO
15. ACCESS RESTRICTIONS [] YES [4] NO (If yes, cite law(s) & regulation(s)	1	6. AUDIT REQUIREMENTS [4 NONE [] STATE [] FEDERAL [] INDEPENDE
17. IS AN INDEX SYSTEM USED? (If yes, exp describe and hardware/software) [M] YES [] NO location		8. RECOMMENDED RETENTION File Closed out yearly; records retained Z-3 years
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMERR 3755	21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275	AGENCY RECORDS INVENTORY Page of
	Jessup, Maryland 20794	
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION—RELIBET XER (EX—	ED RECORDS NORMALLY FILED AND USED L AS RETENTION AND DISPOSITION PURE	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO. P.O. Box 275	VISION	<u></u>		INVENTORY
	Jessup, Maryland	20794	Page	of	
1. DEPARIMENT/AGENCY DEPR	2. DIVISION Water+Sewer		3. UNIT		
DEFINITION—DECORD SERVES—	ED RECORDS NORMALLY FILED A L AS RETENTION AND DISPOSIT		NIT FOR	* * · · · · · · · · · · · · · · · · · ·	
4. RECORD SERIES TITLE		· · · · · · · · · · · · · · · · · · ·	5. EARLIEST	YEAR/LATES	I YEAR
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMERR		21. DATE	/00	
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1. EFARCHENT/AGENCY DEPART 2. DIVISION DEPART DEPA	INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITCH SECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DT 7275 WATERLOO RO P.O. Box 275	IVISION AGENCY RECORDS INVENTORY Page of
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	19. NAME AND TITLE OF PREPARER		21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT D 7275 WATERLOO R P.O. Box 275 Jessup, Maryland	IVISION AGENCY RECORDS INVENTORY DAD Page of
1 DETAIL OF ACTIVITY		
1. DEPARIMENT/AGENCY	2. DIVISION Water + Sewer	3. UNIT
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4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
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Sanitary Survey Files 6. RECORD SERIES DISCRIPTION - (BRITTLY I	DESCRIBE THE TYPES OF INFORM	ATTON/DYCIMENTS/FORMS FOIND
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17. IS AN INDEX SYSTEM USED? (If yes, exdescribe and hardware/software) [8] YES [] NO		18. RECOMENDED, RETENTION 2 situations: ① public water & sewer is extended. into area - retain 10 yrs after project completed 5 yrs in office, 5 yrd in recolds ② not extended - surveys should be maintained 15 yrs - 5 yrs in office maintained 15 yrs - 5 yrs in office
19. NAVE AND TITLE OF PREPARER	20. TELEPHONE NIMEER	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WIT SECORDS RETENTION SCHEDULE.	DEPARTMENT OF GENERAL: RECORDS MANAGEMENT DIT 7275 WATERLOO ROA P.O. Box 275	VISION AGENCY RECORDS INVENTORY
WILL DOUGH INTERIOR SOLIDOLE.	Jessup, Maryland	20794 Pageof
1. DEPARIMENT/AGENCY DEPR W	2. DIVISION later + Sewer	3. UNIT
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4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
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d. Certificate of Cos e. Scale Drawing Re f. Hell Pump Form	quest	
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19. NAVE AND TITLE OF PREPARER Chleeman	20. TELEPHONE NIMEER 3755	21. DATE 9/02/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
ECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20794	Pageof
DEPRIMENT/AGENCY	2. DIVISION Water & Sewer	3. UNIT
	TED RECORDS NORMALLY FILED AND USED AS LL AS RETENTION AND DISPOSITION PURPOSE	
A. RECORD SERIES TITLE	2012012012012012012012012012012012012012	5. EARLIEST YEAR/LATEST YEAR
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5. RECORD SERIES DISCRIPTION - (BRIEFLY D	ESCRIBE THE TYPES OF INFORMATION/DOCUME RIES. INCLUDE THE PURPOSE OR FUNCTION	INTS/FORMS FOUND OF THE SERIES)
2	tion tests, engineer's p	or in outers,
waste water are requ	ured. all percolation	sout in to mation
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along with memos +	Correspondence.	
Note: the Division Chief m	correspondence runtains that this ite	m + NEW ESTABLISHMENT
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7. RECORDS SERIES FORMST(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	
_	P.O. Box 275 Jessup, Maryland 2079	Page of
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT
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6. RECORD SERIES DISCRIPTION - (BRIEFLY DI IN THE SEI Required form for of subdivided land water + potable wa plats, drawings, +	Long-termseway ter are included.	DOCUMENTS/FORMS FOUND NOTION OF THE SERIES) note than a lots e plans for waste There are folded
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7. RECORDS SERIES FORMST(S) X] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE	9. VOLIME FILE DRAWER(S) MICROFILM REEL(S)
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	are	referred to for many years
19. NAME AND TITLE OF PREPARER	20. TELEPHONE MIMERR	21. DATÉ 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20794	Pageof
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION Waste Management	3. UNIT
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4. RECORD SERIES TITLE	and in regime to the provider for	5. EARLIEST YEAR/LATEST YEAR
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o. RECORD SERIES DISCRIPTION - IN THE SE	RIES. INCLUDE THE PURPOSE OR FUNCT	TION OF THE SERIES)
Applications/ permits	to operate or maintain	underground storage tanks,
demolitions, refuse	haulers, etc.	underground storage tanks,
These permits sma	y be for short-term	vactivities (overnight)
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19. NAVE AND TITLE OF PREPARER Kleenen	20. TELEPHONE MINERR 3755	21. DATE 9/22/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WIT ECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO P.O. Box 275 Jessup, Maryland	IVISION AGENC	CY RECORDS INVENTORY geof
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT	
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· · · · · · · · · · · · · · · · · · ·	Waste Manageme RECORDS NORMALLY FILED A		
DRECOUNTION-RECORD SERIES-	AS RETENTION AND DISPOSIT		
4. RECORD SERIES TITLE			EST YEAR/LATEST YEAR
_	-1.00 -11 -8	J. 12101	
WASTE DISPOSAL FACILIT	163 P1663		TO
6. RECORD SERIES DISCRIPTION - (BRIEFLY DESC IN THE SERIE A. Chemical Analy b. Bacteriological Ex C. Sanitary Landfel d. Scauenger Dumper	le series are: sis of streams lamination of V Inspection F	or function of the serie A Waste Wa Streams & Ka	ters ste Katers
	· · · · · · · · · · · · · · · · · · ·		
7. RECORDS SERIES FORMST(S) **RECORDS SERIES FORMST(S) **RECORDS SERIES FORMST(S) **RECORDS SERIES FORMST(S)	8. RECORDS SERIES SEQ M ALPHABETICAL	UENCE 9. VOLU	ME M FILE DRAWER(S)
M LETTER SIZE () MICROFIEN	ka urruungiican		[] MICROFILM REEL(S)
LEGAL SIZE [] COMPUTER TAPE	[] NIMERICAL		[] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	NUMBER	[] OTHER SPECIFY
() BOUND BOOK () FIDIFI DISK	il curoroccar	10. VOL	ume
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	***	Ħ FILE DRAWER(S)
[] OTHER(SPECIFY)	[] ansien coecury	4	[] MICROFILM REELS(S)
() OTHER(SPECIFY)	[] OTHER SPECIFY	NIMB	[] COMPUTER TAPE(S) ER [] OTHER(SPECIFY)
			
II FIE HE HELED	· · · · · · · · · · · · · · · · · · ·	10 FILE DECOME THE	TIET APPET
11. FILE US USED [] DAIL? K WEEKLY [] MONTHLY	12. FILES BECOME INACT NIMBER	MONIH(S) (Y YEAR(S)
13. CURRENT LCCATION(S) (BLDG., FLOOR, ROCM)	14. IS RECORDS SERIES	DUPLICATED ELSEWHERE?
(If yes, specify agency or office			
		[] YES	(M) NO
15. ACCESS RESTRICTIONS [] YES X NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS (X) NONE [] STAI	
17. IS AN INDEX SYSTEM USED? (If yes, explan	in briefly and	18. RECOMMENDED RETENT	ICN .
describe and hardware/software)	*		
DI YES [] NO	•	auh +	15 men then
· site		UND record	office 15 years, then icrofilm
$\overline{\sigma}$		pluedon m	ucrojum
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NIMEER	21. DAZ	E .
OK Rose 1	3755		72/88
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20794	Pageof
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT
DEPRM	Waste Management	
DEFINITION—BELDED CERTES—	D RECORDS NORMALLY FILED AND USED AS RETENTION AND DISPOSITION PURE	·
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
Complaint Investigation t	Files	OT
6. RECORD SERIES DISCRIPTION - (BRIEFLY DES	CRIBE THE TYPES OF INFORMATION/DOC ES. INCLUDE THE PURPOSE OR FUNCTI	ION OF THE SERIES)
Oreginal complaint documents relating,	I follow-up reporte to the investigation	
7. RECORDS SERIES FORMST(S) [A] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE ALPHABETICAL	9. VOLIME FILE DRAWER(S)
LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK	[] NIMERICAL [] CHRONOLOGICAL	//V [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME FILE DRAWER(S)
[] OTHER(SPECIFY)	[] OTHER SPECIFY	$4/\nu$ [] MICROFILM REFLS(S). [] COMPUTER TAPE(S)
·		NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY K WEEKLY	[] MONTHLY	ES BECOME INACTIVE AFTER [] MONTH(S) [] YEAR(3) NUMBER depends on investigation
13. CURRENT LCCATION(S) (BLDG., FLOOR, ROCK (If yes, specify agency or office		RECORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES 🐧 NO (If yes, cite law(s) & regulation(s)	\ \ \	OIT REQUIREMENTS NONE [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exploses and hardware/software) My YES [] No	ain briefly and 18. REC 3 ye Comp	COMENDED RETENTION and after investigation pleted
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMEER 3755	21. DATE 9/22/88

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL RECORDS MANAGEMENT D 7275 WATERLOO RO	IVISION	AGENCY RECOR	DS INVENTORY
WIT CORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland	20794	Page	of
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION Sedimenti Contro		3. UNIT	
116 5 137 1 1 134-8 5 1 1 181 2 2 5 5 7 -	ED RECORDS NORMALLY FILED A L AS RETENTION AND DISPOSIT		IT FOR	
4. RECORD SERIES TITLE	C AS RETENTION AND DISPOSE		5. EARLIEST YEAR/LA	TEST YEAR
SUBDIVISION FILES			TO	
6. RECORD SERIES DISCRIPTION - IN THE SER	SCRIBE THE TYPES OF INFORM IES. INCLUDE THE PURPOSE (OR FUNCTION OF T	Æ SERIES) .	ons,
Feles consist of sed inspection reports	, complaints,	enforcem	ent action	سا.
	,			
		,		
7. RECORDS SERIES FORMST(S) M LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEC ALPHABETICAL	UENCE		DRAWER(S) FILM REEL(S)
LEGAL SIZE [] COMPUTER TAPE	: [] NIMERICAL		114	TER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	,		SPECIF I
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL			DRAWER(S)
[] OTHER (SPECIFY) folded plats	[] OTHER SPECIFY	·		FILM REELS(S) TER TAPE(S) (SPECIFY)
11. FILE US USED [] DAILY	[] MONTHLY	12. FILES BECCO	E INACTIVE AFTER [] MONTH(S) af	M TEAR(S).
13. CURRENT LCCATION(S) (BLDG., FLOOR, ROC (If yes, specify agency or office COB		14. IS RECORDS	SERIES DUFLICATED	
15. ACCESS RESTRICTIONS [] YES 14 NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUI		RAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, expl describe and hardware/software) LYYES, [] NO Latton	lain briefly and	18. RECOMENDED For / year built au fruns aut v	RETENTION after Subd I (Statute they have, at hurhout	livision is, of limitations no more
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NIMERR 3755		21. DATE 9/22/88	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITE ECORDS RETENTION SCHEDULE.	7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20794	Pageof
1. DEPARIMENT/AGENCY DEPRM	2. DIVISION Sediment Control	3. UNIT
DEFINITION-RECORD SERIES A GROUP OF RELA	ATED RECORDS NORMALLY FILED AND USED A ELL AS RETENTION AND DISPOSITION PURPO	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
SEDIMENT CONTROLS		TO
	DESCRIBE THE TYPES OF INFORMATION/DOCU ERIES. INCLUDE THE PURPOSE OR FUNCTION	
on sedementary C		-
Theo process was a retention school	ule.	have not yet determined
7. RECORDS SERIES FORMST(S) [] LETTER SIZE [] MICROFILM LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] NLMERICAL	9. VOLUME M FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	NIMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME ∭ FILE DRAWER(S)
[] OTHER(SPECIFY)	[] OTHER SPECIFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY [] WEEKLY	[] MONTHLY	S BECOME INACTIVE AFTER [] MONTH(S) [] YEAR(S) UMBER
13. CURRENT LOCATION(S) (BLDG., FLOOR, F (If yes, specify agency or offi		ECORDS SERIES DUFLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)	·	T REQUIREMENTS NONE [] STATE [] FEDERAL [] INDEPENDEN
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe and hardware/software) [] YES [] NO	φlain briefly and 18. RECO	MMENDED RETENTION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMERR	21. DATE 9/02/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL RECORDS MANAGEMENT DI 7275 WATERLOO RO	VISION AGENCY R	ECORDS INVENTORY
WIT ECORDS RETENTION SCHEDULE	P.O. Box 275 Jessup, Maryland	20794 Page	of
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT	
DEPRM	SEDIMENT CON	ROL	
THE INTUITIONS DECORDED CHOISES	RECORDS NORMALLY FILED AS RETENTION AND DISPOSIT	_	
4. RECORD SERIES TITLE		5. EARLIEST Y	EAR/LATEST YEAR
SECURITY BOND FILES			ro
	INCLUDE THE PURPOSE O	FION/DOCUMENTS/FORMS FOUND R FUNCTION OF THE SERIES) passbook, certa along with eap of security who	eficate by of nother
account is close	d.		
LECAL SIZE [] MICROFILM LECAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENT SERVICAL [] NUMERICAL	<u> </u> <u> </u> []	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER SPECIFY
[] BOUND BOOK [] FLOPPY DISK	M CHRONOLOGICAL	10. VOLUME	
[] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)	[] GEOGRAPHICAL [] OTHER SPECIFY	5 []	FILE DRAWER(S) MICROFILM REELS(S) COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE US USED [] DAILY NEEKLY [] MONTHLY	12. FILES BECOME INACTIVE AN IT SONTE NUMBER after according to the second seco	TER E(S) [] YEAR(S) Count is Closed
13. CURRENT LCCATION(S) (BLDG., FLCOR, ROCM) (If yes, specify agency or office		14. IS RECORDS SERIES DUPLIC	CATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES [M] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS [] STATE []] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain describe and hardware/software) [M YES [] NO	n briefly and	18. RECOMENDED RETENTION 20 years aft 5 in office 15 in records re	tention
•		, 0,2.12 ,2.22 ,00	over >
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMERR	21. DATE	

This process is about to be computerized. Once the information is an computer, records should be retained 5 years in office (actual files) then discarded. The remainder of the 20 years can be retained on computer disks

NSTRUCTIONS - TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD OTHER DECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL SE RECORDS MANAGEMENT DIVI 7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20	SION AGENCY RECORDS INVENTORY
DEPARIMENT/ACENCY	2. DIVISION Form Water Mgt	3. UNIT
DEFINITION RECORD SERIES A GROUP OF RELATED	RECORDS NORMALLY FILED AND S RETENTION AND DISPOSITIO	
RECORD SERIES TITLE	S RELEVITOR AND DISTOSTITO	5. EARLIEST YEAR/LATEST YEAR
Project files	,	то
. RECORD SERIES DISCRIPTION - IN THE SERIES	IBE THE TYPES OF INFORMATI INCLUDE THE PURPOSE OR	FUNCTION OF THE SERIES)
These files consist of water management. 3 years indefinit	. plats + plan	s relating to storm
water management.	Inspection re	ports are filed every
3 years indefinite	ely.	
7. DECORDE CERTES FOR CELLS	9 DECORDS CENTER CENTER	0.107120
7. RECORDS SERIES FORMST(S) (X) LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUE ALPHABETICAL	₩ FILE DRAWER(S)
EGAL SIZE [] COMPUTER TAPE	[] NIMERICAL	[] MICROFILM REEL(S) [] COMPUTER TAFE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	NIMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLIME FILE DRAWER(S)
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folded plats		NIMBER [] OTHER(SPECIFY)
II. FILE US USED [] DAILY X WEEKLY []	MONTHLY	2. FILES RECOME INACTIVE AFTER [] MONIH(S) [] YEAR(S) NUMBER NEVER
13. CURRENT LCCATION(S) (BLDG., FLCOR, RCCM)	}	4. IS RECORDS SERIES DUFLICATED ELSEWHERE?
(If yes, specify agency or office 446		[] YES 🏂 NO
15. ACCESS RESTRICTIONS [] YES M NO	1	6. AUDIT REQUIREMENTS
(If yes, cite law(s) & regulation(s)		M NONE [] STATE [] FEDERAL [] INDEPENDENT
 IS AN INDEX SYSTEM USED? (If yes, explain describe and hardware/software) 	n briefly and l	8. RECOMMENDED RETENTION
M YES - [] NO		over
. cation		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NEMERR	21. DATE
Ckleemen	3755	9/22/88

Since these files must be retained indefinitely,
the division would like to put them on
microfiche so that they can have quick access.
The files must be retained even after the
development so exists (if it goes out of existence)
because the plane affect the surrounding area.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL RECORDS MANAGEMENT D 7275 WATERLOO RO	IVISION	AGENCY	RECORDS	CC37 INVENTORY
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland	20794	Page	of	
1. DEPARIMENT/AGENCY	2. DIVISION Recreational Hyg		3. UNIT		
A COULD OF BELVIOUS	RECORDS NORMALLY FIRED		NIT FOR	· · · · · · · · · · · · · · · · · · ·	
THE DOLL OF SECTION SERVICE	AS RETENTION AND DISPOSI				
4. RECORD SERIES TITLE REO CROSS SWIM WATER	SAMPLES		5. EARLIESI	YEAR/LATESI	YEAR
(BRIEFLY DESC	RIBE THE TYPES OF INFORM	ATTON/DOCTMENTS	/FORMS FOUNT		
D KELLIKU ZEKIEZ INZUKIPINIM -	S. INCLUDE THE PURPOSE (OR FUNCTION OF	THE SERIES)		· .
					÷ · •.
7. RECORDS SERIES FORMSI(S) **Mail Letter Size [] Microfilm	8. RECORDS SERIES SEC	UENCE		FILE DRAW	
LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL			[] COMPUTER [] OTHER SPE	IAPE(S)
[] BOUND BOCK [] FLOPPY DISK	[] CHRONOLOGICAL		10. VOLUME		
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL			FILE DRAW	
[] OTHER(SPECIFY)	[] OTHER SPECIFY		2/2 NLMBER	[] COMPUTER [] OTHER (SPE	IAPE(S)
11. FILE US USED [] DAILY K WEEKLY [] MONIHLY	12. FILES RECO			(YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROCM) (If yes, specify agency or office)	14. IS RECORD	S SERIES DUP	LICATED ELSE	WHERE?
Recrestional Hygiene			[] YES	[] NO	
15. ACCESS RESTRICTIONS [] YES 1 NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQ 19 NONE	UIREMENTS [] STATE	[] FEDERAL	[] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explaidescribe and hardware/software) [U] YES . [] NO Buch Site mane	in briefly and	18. RECOMEND Sec note SUALITY EI	ED RETENTION ON Sa MERGEN	ckofu ICY FIL	PATER ES
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	100	
Kleanon	3755	····	9/22	188	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.	DEPARIMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20794	AGENCY RECORDS INVENTORY Page of
1. DEPARIMENT/AGENCY DEPR M Easte	2. DIVISION ern + Western Regions	3. UNIT
DEFINITION TRUINS SERVES	ATED RECORDS NORMALLY FILED AND USE ELL AS RETENTION AND DISPOSITION PUR	
4. RECORD SERIES TITLE Camp + Beach Insper	ction Files	5. EARLIEST YEAR/LATEST YEAR TO
o. RECORD SERVES DISCRIPTION - TN THE SI	DESCRIBE THE TYPES OF INFORMATION/IX ERIES. INCLUDE THE PURPOSE OR FUNCTION: Sheets Leties Inspection Shees Chemical And E Reports	TION OF THE SERIES)
7. RECORDS SERIES FORMSI(S) [] MICROFILM	8. RECORDS SERIES SEQUENCE	9. VOLUME St FILE DRAWER(S)
LEGAL SIZE [] COMPUTER TAPE	[] NIMERICAL	[] MICROFILM REEL(S) [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY
[] BOUND BOCK [] FLOPPY DISK	[] CHRONOLOGICAL	10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)	[] GEOGRAPHICAL [] OTHER SPECIFY	M FILE DRAWER(S) [] MICROFILM REELS(S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY X WEEKLY	[] MONIHLY	LES BECCME INACTIVE AFTER [] MONIH(S) [] YEAR(S)
13. CURRENT LCCATION(S) (BLDG., FLOOR, F (If yes, specify agency or offi Eastern & Western Regions, K	ice	RECORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES (4 NO (If yes, cite law(s) & regulation(s)) . 16. <u>A</u> U	DIT REQUIREMENTS THORE [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe and hardware/software) [] YES [] NO Jacilely name	plain briefly and 18. RE as J C. Wa Sec Pu	tenson back of librar ality Emergency Files
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 3755	21. DATE 9/22/88